

DUGWAY PROVING GROUND



RESTORATION ADVISORY BOARD

MISSION STATEMENT & OPERATING PROCEDURES

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I. MISSION STATEMENT

The primary purpose of the Dugway Proving Ground (DPG) Restoration Advisory Board is to provide an opportunity for the installation decision makers, local government, regulatory agencies and the surrounding communities to exchange information and make comment on decision-making processes for environmental restoration projects at Dugway Proving Ground.

II. FUNCTION OF THE RESTORATION ADVISORY BOARD (RAB)

The primary function of the RAB is to act as a forum for open and interactive discussion and exchange of environmental cleanup information between DPG, regulatory agencies, and the community. As a minimum, the RAB will provide the following services to the community for which it serves:

- A. Conduct bi-annual public meetings, at a minimum, announced publicly and to RAB members at least ten days prior to the meeting date. Meeting dates will be determined by the RAB.
- B. Encourage public attendance and participation by holding RAB meetings at times and locations convenient to the community.
- C. Keep meeting minutes and make them available to the public.
- D. Develop, use, and maintain a list of names and addresses of interested parties who wish to receive information on the cleanup process. Ensure requested information is provided to addressees in a timely manner.
- E. Review, discuss and evaluate a wide range of draft and final technical documents, status reports, proposed and final plans related to cleanup. Reviews will be conducted within the time frame specified for review by the appropriate regulatory agencies.
- F. Identify potential project requirements, and provide comments or advice on priorities among sites or projects. Provide comments or advice as individuals representing the views of the citizens they represent. Consensus of the RAB members is not required for comments to be considered.
- G. Identify applicable standards and propose cleanup levels consistent with planned land reuse, in accordance with Section 121 of CERCLA.

- H. Work with the DPG Public Affairs to supplement any community involvement program already ongoing at DPG. Members must be willing to communicate with the local community and special interest groups concerning specific cleanup issues and bring local concerns to the RAB. Members of the RAB should encourage tours of the facility and actively involve members of local media. Members should actively seek out information repositories; prepare notices, announcements, flyers and factual information sheets; and develop and use poster station exhibits at community gatherings.

III. STRUCTURE AND RESPONSIBILITIES OF RAB MEMBERS

The RAB will consist of DPG, local government, community and regulatory agency representatives. The RAB will be co-chaired by a DPG representative selected by the Commander and a community representative selected by the community members of the RAB. Except for the Installation Co-Chairperson, members of the RAB are volunteers with an active interest in the restoration program being conducted at DPG. The volunteer members shall have voting privileges. RAB members shall serve on this board without compensation.

A. The DPG Director of Environmental Programs shall serve as the Installation Co-chairperson of the RAB. The Installation Co-chairperson shall:

1. Co-preside with Community Co-chairperson at each meeting. If unavailable, the Installation Co-chairperson shall designate an alternate to co-preside, and notify the Community Co-chairperson of this action.
2. Ensure adequate administrative support to the RAB to take meeting minutes, reproduce and disseminate them and agendas for the forthcoming meeting to the membership, no more than one month after each meeting concludes. Ensure the RAB Internet Site ("Home Page") is updated no more than six (6) weeks after each meeting concludes.
3. Develop and maintain attendance records.
4. Ensure adequate creation, distribution and retention of all pertinent documents. Appropriate background materials for meeting topics shall be provided to the RAB when applicable.
5. Ensure that the Army considers and responds to comments made at RAB meetings. Refers issues not related to environmental restoration to an appropriate DPG official.
6. Provide relevant policies and guidance documents to enhance operations of the RAB.
7. Publicize all RAB meetings to the community and to RAB members at least ten (10) days in advance of the meeting.
8. Distribute copies of minutes and other documents to other interested parties who request them.
9. Maintain Information Repositories.
10. Serve as a non-voting member of the RAB.

B. The Community Co-chairperson, a voting member to be chosen by majority vote of the RAB members present at the meeting when the election is held, shall:

1. Co-preside at meetings with the Installation Co-chairperson. If unavailable, the Community Co-chairperson shall designate an alternate to co-preside, and notify the Installation Co-chairperson of this action.
2. Serve a term of two (2) years, commencing from the date of election. The Community Co-chairperson may serve more than one term if so elected by the RAB.
3. Ensure written queries are sent to RAB members *not excused* from two consecutive meetings when no replacement is sent.
4. Facilitate the process for addressing community issues and concerns as they relate to DPG restoration activities.
5. Ensure the production and dissemination of meeting minutes and agendas when timing is critical and the Installation Co-chair is unavailable to do so.
6. Ensure documents distributed to the RAB, including meeting minutes, become available to the civilian community and are uploaded to the RAB Website, on the timeline defined above, as deemed appropriate and in compliance with applicable laws and regulations.

C. RAB members shall:

1. Serve a term of two years. A member may be asked by the board to serve subsequent two-year terms. Each subsequent term must be ratified by a simple majority of the RAB. Attempts shall be made to stagger terms of members to keep the knowledge base of the board strong.
2. Attend all RAB meetings or send a replacement. If two consecutive meetings are missed and no replacement is sent, membership will be reviewed and written queries responded to within fifteen (15) days.
3. Amend this charter by a two-thirds (2/3) vote of the voting members present at the meeting where the amendment is presented for vote.
4. Replace a Community Co-chairperson who is ineffective or detrimental to the progress of the RAB. Community Co-chairperson replacement is determined by a majority vote of RAB voting membership at the next regularly scheduled meeting where the subject of replacement is fully discussed.

IV. STANDARD OPERATING PROCEDURES

- A. The RAB Co-chairpersons shall be responsible for establishing an agenda for each meeting. Agenda items for the next meeting will be decided on at the conclusion of each meeting, and/or submitted to a Co-chairperson at least two weeks prior to a scheduled meeting.
- B. All bi-annual public meetings shall be announced to the public by press releases to local newspapers, such as the *Tooele Transcript-Bulletin* and the *Dugway Dispatch*,

within one (1) week prior to the meeting. . RAB members will be notified of meetings, in writing, at least three (3) weeks prior to the meeting. DPG shall take responsibility for this task.

- C. Each meeting shall follow the agenda as determined by the Co-chairpersons and submitted to the members prior to the meeting. Meetings shall be conducted according to the following format:
 - 1. Review past meeting minutes (Action items): make corrections, clarifications, and/or additions to past meeting minutes.
 - 2. Review of old business.
 - 3. Present/solicit Subcommittee reports and new business.
 - 4. Presentation or update by technical staff and RAB member discussion.
 - 5. List action items for RAB Members and staff.
 - 6. Establish next meeting's agenda.
 - 7. Open discussion.
- D. Observers at the meetings may ask questions related to the agenda item under discussion. Other questions and comments not specific to the issues under discussion shall be held until the Open Discussion part of the meeting.
- E. Action items established at meetings will be tracked and responded to in the meeting minutes. When an action item is closed, it will be recorded in the minutes and becomes part of the Administrative Record maintained by DPG or its contractor.
- F. RAB membership shall be periodically reviewed by the RAB. The RAB may vote to remove inactive members, solicit new members to represent relevant groups not currently represented on the RAB, or rotate RAB slots among groups as needed. Members are expected to attend all RAB meetings or send an alternate. If two consecutive meetings are missed and no alternate is present, a RAB member will be notified in writing that his/her membership is being reviewed. If the member fails to respond within 15 days of the written notice, that membership will be considered vacated and a replacement will be actively recruited. Nominations for new members shall be reviewed and approved by a majority of the RAB members present at the meeting.
- G. A quorum shall consist of one-half of the RAB voting members. A quorum is not necessary for a RAB to meet; however, a quorum must be present to conduct voting business. RAB operational issues, protocols, and business that warrant voting shall be determined by a simple majority vote (50%+1) of the RAB quorum present.
- H. RAB members may appoint an alternate to attend meetings. Alternate members will not be allowed to vote. Alternate members must be recognized by the RAB at the beginning of each meeting. To the extent possible, the Installation and Community Co-chairpersons shall strive to resolve issues and problems by consensus. However,

when formal voting is conducted and dissenting opinions exist, a person expressing the dissenting opinion is encouraged to submit this opinion for inclusion in the minutes.

- I. A maximum of 20 members will be allowed on the board. There will be no minimum number set; however, the RAB should adequately reflect the diverse community interests regarding installation cleanup. If the RAB is adjourned due to lack of continued, sufficient, and sustained community interest, the installation must continue to monitor for any subsequent changes in community interest to revive the RAB.
- J. Specific conclusions, concerns, objections, agreements or recommendations relative to environmental restoration issues will be brought into focus and summarized by the RAB and communicated to the Installation Co-chairperson and the Community.
- K. When necessary, the Co-chairpersons may decide that the RAB meet for special focus meetings where a single topic or specific document may be reviewed, discussed or addressed. Such special focus meetings may be open to the public, but will not replace the minimum requirement for a bi-annual public meeting. If work meetings are open to the public, advertisement will be by newspaper only.
- L. Roberts Rules of Order shall be followed for all meetings.

EFFECTIVE DATE OF OPERATING PROCEDURES: *April 16, 2003*

Amended April 16, 2003 - meeting frequency changes to 6 months / two times per year.

Revised and Approved: November 18, 2002

Original - Approved: November 8, 2000